2023 2024 Caledonia Nordic Ski Club Board of Directors
August 12, 2024
Approved Meeting Minutes

Attendees:

Executive:

- President - Lanita Horning
- Vice President - Tim Roots
- Treasurer - Shane Sienaert
- Secretary – Gretchen Prystawik
- Past President – Lance MacDonald

Directors:

- Andrew Watkinson
- Paul Schuetz
- Jim Burbee
- Simon Lamarche
- Mike Duck

Staff:

- CNSC General Manager - John Bowes

Quorum: **Met** (*"The quorum necessary for the transaction of business by the Board of Directors shall be six of the elected positions, of whom two must be members of the Executive Committee. "CNSC By-Laws s.4 (f))*

Location/Venue: Tech Building

Call to Order: 6:35 pm

Territorial Acknowledgement

Discussion Items:

1. ***Review & approval of agenda***

MOTION: *That the Agenda for the August 12, 2024 meeting of the CNSC Board be approved as presented.* Moved - Gretchen Prystawik; Seconded – Andrew Watkinson; Approved.

2. ***Review and approval of minutes***

MOTION:

That the minutes of the July 3, 2024 meeting of the CNSC Board be approved with amendment to LOO description. Moved - Tim; Seconded - Jim; Approved.

3. ***License of Occupation***

1. Feedback and discussion ongoing from Ministry of Water, Land, and Natural Resource Stewardship (WLRS). Relationships are positive. No chance of approval at this point.

2. Best course of action is to withdraw application, gather more information, and work internally as club and Board.
3. Resubmit in future.

MOTION:

That the application to the Province be withdrawn for the License of Occupation 705707. Moved -Lanita; Seconded – Mike; Approved.

4. Nominating committee

1. Only one member interested so far to respond to solicitation email in newsletter
2. Board members are asked to keep reaching out
3. Solicitation emails will continue in newsletter

5. Dog trails

1. Lower sections are on private land and will eventually be used for gravel. Complete redesign will be needed. Expected that middle section of Dog On it and Under Dog will be gone in the next 5 years. Top Dog and Sun Dog should be unaffected.
2. Important to have member feedback into trail planning – how to do it effectively and efficiently, think about including survey.

MOTION:

Trails Committee develop proposal for how to approach dog trail realignment reflecting planned Terus gravel expansion in next 10 years. Provide plan to Board. Aim to share plan at AGM. Moved – Tim; Seconded – Shane; Approved.

6. Programs

1. SDP coach shortages have been ongoing and are not unique to other sports in other countries.
2. To address shortages and get more kids into SDP to address member recruitment and membership sustainability, volunteer certified coaches will get guaranteed registration for their child and costs reimbursed after full season of volunteering completed.
3. Policy manual needs updating to reflect this.
4. Financials were updated this spring to reflect actual office vs program administration in the budget for SDP.

MOTION:

Approve strategy for SDP coach development to reimburse volunteer coaches' registration fee for their child if full season is volunteered. Moved – Shane; Seconded – Paul; Approved.

7. Bylaw Committee Update

1. If to be approved at AGM, aim to provide membership one month in advance of meeting. Board would need to approve final draft for distribution by mid of September. Alternatively, share just before AGM with members, answer questions around AGM, vote at later time/special meeting.
2. Suggestions for engagement and discussion, if time permitting:
    1. Open house to share with members and gather feedback.
    2. Online response options (email comments too…)

3. Expect motion at Sept 9 Board meeting regarding draft bylaws to membership.

Reports

General Manager's Report John Bowes		• Office Manager hired, starting mid-September • Grants received to date $30,500; pending grants $207,000 • Programs: SDP registration open Aug 15; competitive registration being prepared. • General membership open later this month with cash/check option to reduce club's costs from credit card processing. • Paved trails project progressing; crushing completed today; stripping complete; single track to be adjusted to avoid trails and prevent crossing paved trails (Karma and Freeway). • Plan to try to work with Rolling Mix to use Otway Pit for ski trails • Dog trails have been re-routed around Lafarge Pit expansion using an old road and resulting in minimal clearing of forest. • Plan to explore single track fat biking to increase revenue streams and meet club's mandate. • Working to explore wildfire mitigation works with Ministry of Forests. **MOTION**: Provide support for pilot project to explore fat biking on single track in winter24/25 season. Moved – Tim; Seconded – Lanita. Approved.
Competitions update: Mike Duck		No report
President's Report: Lanita Horning		• License of Occupation Application - communication from Province that LoO was not successful for a variety of reasons. Club to withdraw application prior to denial being issued. Club to consider a new application in the future. • Reviewed proposed bylaw changes prior to Aug 12 board meeting. • Communicated with John Bowes regarding hiring of new office manager, call for hiring of program administrator, meeting with Kevin P. and Matt H. around Para Nordic legacy funds, response to call for nominating committee & SDP program strategy to provide free registration for SDP if parent coaches.
Vice President's Report Tim Roots		• Working on demographic analysis of club over last 10 years to see trends • Looking at improved tool for budget reporting to Board and budget status for GM including software • Bylaw committee shared preliminary draft, goal to have final draft to Board
Treasurer's Report: Shane Sienaert		• See financial report • On track to be complete for auditor reports by KPMG for October AGM

Secretary's Report: Gretchen Prystawik		• Ski Jumping Canada interested in exploring partnership (ski jumping and Nordic combined) with CNSC, I connected them via email to GM. (Note: GM responded but no response to date. GM to contact again). • Reminder to summarize your correspondence and communications with members in the Communication Tracker, if it's working. If not, please suggest alternatives to ensure robust Board governance, transparency and involvement, and decision making • Did not participate in Bylaw Committee work in July due to illness
Past President: Lance MacDonald		No report
Director of Facilities: Andrew Watkinson		• Scouten is assembling building permit application with City of PG for gravel pit shelter. Anticipated costs are expected to save time
Director of Trails: Paul Schuetz		No report
Directors of Programs: Peder Nesset & Simon Lamarche		• Last month, guided a visually-impaired athlete on the national team for 10 days • Seeking $50k in sponsorship to support the coaching structure for varsity program. Have applied for grant money but still missing a good chunk. Please share contacts or know some industry leaders who might be interested in sponsoring the coach's salary. The goal here is to attract young adults and retain our good skiers so we have a higher level of skiing in the community to build more momentum in the program. Monkey see monkey do – more kids skiing well. • Coaches are working to find a date for a strategic plan for the program. I'm hoping that this will help us plan a group to support the coaches and steer the ship in a good direction so we can address things like participation numbers and recruitment, etc.
Director at Large: Jim Burbee		• Approval for tree cutting in past has been verbal through Ministry of Forests (MOF) District Office. (Tree cutting necessary for danger tree removal, trail re-routing, etc.) Need permissions for tree cutting going forward. Working with MOF staff.

Adjourned: 9:42 pm

Next meeting: September 9, 2024 with potential for special meeting to review draft Bylaws.

Action & Motion Tracker

The following tracks actions and motions that are outside of routine Board business (i.e., not including motions to accept minutes).

Action Identifier	Action	Owner	Comments	Date Completed
1-12-04-23	Work with accountant (Matt) on financials reporting to highlight risks and high-level information for Board review	Shane	Clarify risks and why, for example, cycling program shows $30,000 liability	Completed with ongoing monitoring
2-01-8-24	Plan open house for members, neighbors, and public to learn more about license of occupation	Jim, Paul, Lanita, Gretchen	After competition season complete at the end of March, 2024. Include engagement opportunity for members to provide input on major developments and initiatives (i.e., paved trails, biathlon range, new picnic structure, development if LOO approved, fire risk mitigation, danger tree falling, programming, etc.)	No longer needed
2-08-04-2024	Draft conflict of interest policy that could be adopted immediately for all CNSC business and contributors (volunteers & staff & members)	Tim	Create something stand alone for immediate adoption but dovetail later with bylaws, governance, or HR policies	Completed, next phases to work with Governance Committee
3-08-04-2024	Explore mechanism to solicit and respond to feedback that ensures action while also protecting staff and volunteers from inappropriate messages.	John, Lanita, Gretchen	Portal on website Dedicated email address Standing agenda item	Completed. Feedback link on website
7-08-04-2024	Explore formal or informal thank you to member who donated	Lanita	Public acknowledgement or thank you card signed by Board on behalf of club members	Completed August 12

Action Identifier	Action	Owner	Comments	Date Completed
	$25,000 towards purchase of electric snow mobile Bring thank you cards for Board to Vanda and Aaron Explore recognition requested by Aaron	& John		
1-06-05-2024	Add option and or description in donation for Zone 4 registration to specifically highlight costs of summer use	John	Sensitive to messaging to ensure no increase to assumption of liability and duty of care	Completed through other options.
1-03-06-2024	Explore recognition for John Huybers with Gillian	Gretchen		Completed, for discussion July meeting
2-03-06-2024	Ask Matt for budget/status update on paved trail project for July meeting	John		Completed
3-03-06-2024	Share draft HR policies including conflict of interest to Board folder	John	For review	Completed, see June folder
4-03-06-2024	Think about fall meeting with Lheidli T'enneh	Lance	Tentative for week of November 18; shared interests; partnership; how do we want to work together	Completed for now
5-03-06-2024	Solicit membership for nominating committee for board elections during October AGM	John	Call to members – process and request for bio.	Solicitation email to members completed. Review interested, next steps if no response.

Action Identifier	Action	Owner	Comments	Date Completed
1-12-08-2024	Surveys: Revisit past work completed by Trails Committee and others on survey	Gretchen	See if 60 plus question survey on broad issues, including membership, can be streamlined. Work with Paul on draft for Sept meeting	
2-12-08-2024	Find and share past membership surveys and share in Board folder	John	Plan to ask unique membership survey.	August 12

Motion Identifier	Motion as passed	Comments
1-11-06-23	That the MOA between CNSC and UNBC be accepted, with discussed amendments. (Moved - Peder; Seconded – Jim. Accepted.)	Amendments suggested to clarify grad student eligibility requirements, CNSC athlete code of conduct, and minor punctuation. Monica to support. Monica to work with Kevin, Simon, and UNBC communications and athletics departments on announcements. Simon to proceed to with UNBC.
2-11-06-23	That membership be called to participate in a bylaw committee with a mandate to bring recommendations on bylaw additions and changes to Board. (Moved Tim; Seconded – Peder. Accepted.)	Motion by previous Board in June 2023 moved to create a bylaw committee. This motion advances the work.
3-12-08-24	Add Kevin Petterson as signatory on paranordic account, with limits identified in paranordic budget presented by Matt H on November 30, 2023, until July 31, 2024. (Moved Tim; Seconded Jim; Accepted)	

Motion Identifier	Motion as passed	Comments
4-12-08-24	Approve up to $3,000 for engineering plans for new shelter at gravel pit. (Moved Tim; Seconded Peder; Accepted)	
1-02-05-24	Share Linework, LiDAR, contours, tenure boundaries, inaccessible areas, digital file, report by IFS on forest cover with Miworth Community Association. Request not to share widely further. Paul can be contact for questions. (Moved - Jim; Seconded - Peder; Approved.)	In response to request from MCA, under principle of transparency. Information is mostly available in public domains.
2-02-05-24	Approve revision G of Bylaw Review Committee Terms of Reference with changes as marked. (Moved - Tim; Seconded - Shane; Approved.)	
3-02-05-24	That the paved roller ski trail be approved as presented at the special paved trail meeting on January 14th, 2024 (see attached email Jan 11 to Board from Kevin P). Project scope will be as identified on Jan 14, within 1M$ budget of Destination Development Fund grant. The Board supports efforts to secure additional funds for additional related works. (Moved - Paul; Seconded - Mike; Approved.)	
1-03-04-2024	Approve Dave Snadden, Barry Booth, and Dave Nelson to act as members of the Bylaw Committee. (Moved - Tim; Seconded - Jim; Approved.)	
2-03-04-2024	Appoint Paul Schuetz to Board of Nordic Forest after resignation of Jim Burbee. (Moved - Jim; Seconded - Simone; Approved.)	
1-08-04-2024	Assign governance committee to develop conflict of interest policies and present draft for adoption next meeting. (Moved - Gretchen; Seconded - Peder; Approved.)	
2-08-04-2024	Increase CNSC's office/GM credit card limit to total $7500. Moved – Mike; Seconded – Tim; Approved.	
3-08-04-2024	Motion to support race team family friendly fundraising pub night event by supporting gaming license application for 50/50 draw, April 26. Peder Nesset Programs Director will be named. Moved – Tim; Seconded – Mike; Approved.	
1-06-05-2024	Motion to approve John GM to proceed with changes to insurance provider to Brownridge Insurance for coverages discussed (including liability, replacement, and	

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	directors'), based on his judgement, for approximately $90,000. Moved – Tim; Seconded – Andrew; Approved.	
2-06-05-2024	Proceed with reconstruction of biathlon wall, generally as per drawings developed by Scouten Engineering. Proceed with award of construction contract to PRD, after having considered cost, scope of work, and contractor availability. Moved – Paul; Seconded – Andrew; Approved.	
1-03-06-2024	Approve Governance Committee TOR as updated. Moved – Tim; Seconded – Lance; Approved	
2-03-06-2024	Approve Nordiq Canada Safe Sport Policy for CNSC as saved in folder. Moved – Gretchen; Seconded – Jim; Approved.	
3-03-06-2024	Approve volunteers to pursue sponsorship opportunities, ensuring no conflict with existing sponsors and takes a club-wide/program wide approach. Moved - Simon; Second – Shane; Approved	
1-12-08-2024	That the application to the Province be withdrawn for the License of Occupation 705707. Moved -Lanita; Seconded – Mike; Approved.	
2-12-08-2024	Trails Committee develop proposal for how to approach dog trail realignment reflecting planned Terus gravel expansion in next 10 years. Provide plan to Board. Aim to share plan at AGM. Moved – Tim; Seconded – Shane; Approved.	
3-12-08-2024	Approve strategy for SDP coach development to reimburse volunteer coaches' registration fee for their child if full season is volunteered. Moved – Shane; Seconded – Paul; Approved.	
4-12-08-2024	Provide support for pilot project to explore fat biking on single track in winter24/25 season. Moved – Tim; Seconded – Lanita. Approved.	